

United States Court of Appeals for the Second Circuit



VACANCY ANNOUNCEMENT

October 28 , 2004
Reference# FY05-03

Position Title: Director of Human Resources

Location: Office of the Circuit Executive, 40 Foley Square, NYC

Salary Range: To CL-29 - CL-30 level (\$60,009 - \$115,300)
Depending on experience, salary, and qualifications

Closing: Open Until Filled

Position Overview: The Director of Human Resources has both Court of Appeals and circuit-wide responsibilities as directed by the Circuit Executive and the Chief Circuit Judge. The Director of Human Resources is responsible for managing the Human Resources Office and for planning, developing and implementing personnel and employee development programs for the Court of Appeals. Such services are provided for all administrative offices of the Court of Appeals, including the Circuit Executive, the Clerk, Legal Affairs, Library and chambers staff, as well as for Court staff circuit-wide. The Human Resources Director maintains the personnel budget, classifies positions for both the Judicial Salary Plan and Court Personnel Systems and assigns appropriate grade levels; administers procedures for recruitment and selection of applicants for employment; provides orientations for incoming and separating employees; provides advice and assistance to employees and managers on federal benefits; identifies training needs and develops seminars and workshops for such; administers a performance appraisal system; serves as the Employment Dispute Resolution coordinator; advises managers on Court policies, practices and procedures; including health and life insurance, flexible benefits, the Thrift Savings Plan, and retirement; prepares various reports; and performs other duties as necessary.

Requirements: A minimum of three years of progressively responsible experience in areas of personnel management and administration. Knowledge of Judiciary policies, the Judicial Salary Plan, and Court Personnel systems preferred. Ability to analyze organizational functions and make recommendations on staffing, organizational structures and other human resource solutions. Must be able to communicate effectively both orally and in writing with a variety of people.

Submit cover letter and resume to:
United States Court of Appeals, Second Circuit
40 Foley Square, Room 1604
New York, NY 10007
Attn.: Human Resources, Reference #FY05-03

THE APPLICANT SELECTED FOR THE POSITION IS SUBJECT TO A BACKGROUND CHECK
EQUAL OPPORTUNITY EMPLOYER